



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **Health Officer (PHC/PHE)**
Supervisor Title/ Level: **Health Specialist (NOC)**
Organizational Unit: **Programme**
Post Location: **Mongolia Country Office,
Ulaanbaatar**

Job Level: **NOB**
Post#:
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **Level 2**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Purpose for the job: The Health Officer reports to **Health Specialist** for supervision. The Officer provides professional, technical and operational assistance throughout the programming process for the Health Programme within the Country Programme. This includes tasks from development planning to the delivery of results, such as preparing, executing, managing and implementing a variety of technical and administrative program activities. These activities facilitate programme development, implementation, programme progress monitoring, evaluating and reporting of results for child health and immunization programme.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Support to programme development and planning

2. Enhancing program efficiency, effectiveness and coverage are enhanced through technical and operational support to programme implementation, and follow-ups.
3. Networking and partnership building
4. Innovation, knowledge management and capacity building

1. Support to program development and planning

- Conduct/update situation analysis for the health sector for development, design and management of Primary Health Care and Public Health Emergencies (PHC/PHE) programs. Research and report on development trends (e.g., political social, economic, health) for higher management's use to enhance program management, efficiency and delivery of results.
 - Manage implementation of the projects on "Prevention and reduction of Child Rheumatic heart disease, in Mongolia" and "Strengthening of pandemic prevention, preparedness and response capacities through one health approach in Mongolia"
- Contribute to the development and establishment of programme goals, objectives and strategies and results-based planning through analysis of health needs and areas for intervention and submission of recommendations for priority and goal setting, including providing inputs to donor proposals.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical program transactions, preparing materials and documentations and complying with organizational processes and management systems, to support program planning, results-based planning (RBM) and monitoring and evaluating results.
- Prepare required documentations/materials to facilitate the programme review and approval process.

2. Enhancing program efficiency, effectiveness and coverage through technical and operational support to programme implementation and follow-ups.

- Supervise the implementation of the PHC strengthening, acceleration and integration activities, as well as pandemic prevention, preparedness and response (PPR) activities; Undertakes field visits to districts and sub-districts (aimag and soum resp.) for monitoring and supervision of the relevant project activities and to improve their implementation. and supervise the work of the project staff, short term consultants, if any, as required.
- Enhance efficiency and effectiveness through implementation follow-on, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance.
- Prepare reports on the results of the field visits and progress of PHC strengthening and resilience building, including in donor reporting.
- Support planning, review and analytical sessions with public finance management (PFM), supply systems management, Emergency preparedness and response teams and experts.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners, as well as donors on the application and understanding of UNICEF policies, strategies, processes and best practices on health and related issues to support program implementation, operations and delivery of results.

3. Networking and partnership building

- Build and sustain effective partnerships and close working relationships with health sector government counterparts and national stakeholders through active sharing of information

and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.

- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes.
- Participate in appropriate inter-agency coordination mechanisms, such as humanitarian clusters and UNSDCF result groups on health programmes to collaborate with inter-agency partners/ colleagues on operational planning and preparation of health programmes and projects, and to integrate and harmonize UNICEF's position and strategies with the UNSDCF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

4. Innovation, knowledge management and capacity building

- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable program results.
- Assist with oversight of research and ensure results are available for use in knowledge products
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Health Officer to programme preparation, planning and implementation of health programmes/projects facilitates the delivery of concrete and sustainable results for the Health Programme that directly impacts the improvement of the health of the most marginalized and vulnerable women and children in the country, and this in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of children, promote greater social equality to enable children to survive, develop and reach their full potential in society.

V. Competencies and level of proficiency required (based on UNICEF Competency Framework)

<u>Core Values attributes</u>	<u>Core competencies</u>
<ul style="list-style-type: none"> • <u>Care</u> • <u>Respect</u> • <u>Integrity</u> • <u>Trust</u> • <u>Accountability</u> • <u>Sustainability</u> 	<ul style="list-style-type: none"> ▪ <u>Demonstrates Self Awareness and Ethical Awareness (1)</u> ▪ <u>Works Collaboratively with others (1)</u> ▪ <u>Builds and Maintains Partnerships (1)</u> ▪ <u>Innovates and Embraces Change (1)</u> ▪ <u>Thinks and Acts Strategically (1)</u> ▪ <u>Drives to achieve impactful results (1)</u> ▪ <u>Manages ambiguity and complexity (1)</u>

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: medicine, public health, health management, health sciences, or other relevant health sciences.
Experience:	<p>A minimum of 2 years of professional experience in public health/community health planning and management and/or in relevant areas of immunization, maternal, neonatal and child health care, health emergency/humanitarian preparedness, at the international level and/or in another developing country is required.</p> <p>Experience in health/nutrition programme/project development in UN system agency or organization is an asset.</p>
Language Requirements:	<p>Fluency in English and Mongolian language is required.</p> <p>Knowledge of another official UN language is an asset</p>